SERN - Service Detail: Non-Payable

This screen is used to display, add or modify the details of all services provided to a specific client that were not paid through the CAPS system. By entering the services that were not paid through CAPS, workers are able to maintain a complete service history on the client.

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CAFSSERN                SERVICE DETAIL: NON PAYABLE            12/03/2015    11:09
USER ID : C84852    MODIFY
CAPS ID : 00002096     00    NAME: ANDREASEN, JESSICA

SERVICE CODE: SEMRM         REMOVAL
PROVIDER    : 0005013  000   LEWIS AND CLARK CPS
OPEN  DATE  : 01/01/2010     CLOSE DATE: 99/99/9999
ABANDONED?  : N    REMOVED FROM:  00002074  HAMMOND, ANGELA           REL: ASI
                   REMOVED FROM:  00013605  JUAREZ, RODNEY            REL: AMR

REASON FOR SERVICE:         FP  FAMILY PRESERVATION
REASON FOR REMOVAL(PRIMARY):     REL OTHERS:


COMMENTS:






SHIFT+F1=MORE DETAIL, SHIFT+F9=RELL
                                                              PATH:
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID
This field will display the CAPS ID of the client you entered on the SERL (Services List) screen.

NAME
This field will display the name of the client whose ID is entered in the CAPS ID field.

SERVICE CODE (F12)
Enter the code for the service that is being provided to the client. *Services beginning with "P" are placement services – the client must be in a placement with the entered provider in order to add these services.*

PROVIDER (F12)
Enter the number of the provider who is providing the service. If it is a service being provided by the Department, then enter the county CPS, Tribe or Judicial District as the provider.

OPEN DATE
Enter the date the service began.

CLOSE DATE
Enter the date the service ended. If the service is still being provided, leave the end date as 99/99/9999.

ABANDONED? (F12)
Select the code that describes the removal. *This is only required/valid on removal (SEMRM) services. CAPS will edit entries in this field, compared to the REASON FOR REMOVAL (PRIMARY) field entry and OTHERS field entries.*

REMOVED FROM: (F12)
The CAPS ID of a person (caretaker) the child was removed from. *The CAPS ID number can be typed here, or F12 can be used to search for and select a person, or Shift+F9 accesses RELL, where a person could be selected.*

REL: (F12)
Enter the relationship code of the REMOVED FROM person, to the child displayed in the top section of the screen (NAME field).

REMOVED FROM: (F12)
The CAPS ID of a second person (caretaker) the child was removed from. *The CAPS ID number can be typed here, or F12 can be used to search for and select a person, or Shift+F9 accesses RELL, where a person could be selected.*

REL: (F12)
Enter the relationship code of the second REMOVED FROM person, to the child displayed in the top section of the screen (NAME field).

REASON FOR SERVICE (F12)
Enter the appropriate reason why the service is being requested. *For example, foster care is most likely "PT" (out of home placement to protect the child), clothing allowance is most likely "MP" (maintain placement). Transitional Living services should always be "TL" (transitional living) and juvenile probation/parole should always be "JC" (juvenile corrections or "CY" (corrections youth – mental health placement.)*

REASON FOR REMOVAL (PRIMARY) (F12)
Enter the primary reason the child was removed from the home. *This is only required on removal (SEMRM) services and the primary reason is required. CAPS will edit entries in this field, compared to the ABANDONED? field entry.*

OTHERS (F12)
Enter any additional reasons (up to four) the child was removed from the home. *This is only enterable on removal (SEMRM) services and the other reasons are optional. CAPS will edit entries in this field, compared to the ABANDONED? field entry.*

COMMENTS
Enter any comments regarding the service being provided.

Additional Information

In order to add a service code for a particular provider, the provider must have that service code listed on the FSPL (Facility Services Provided List). Contact your regional fiscal officer if a service needs to be added to FSPL.

SHIFT + F1 = MORE DETAIL is displayed on removal services (SEMRM). Pressing SHIFT + F1 from a removal service will take you to the CREI (CPS Removal Eligibility Information) screen. While you do have access to view this screen, the information on CREI is updated by IVE Unit staff.

SHIFT + F1 = MORE DETAIL is also displayed on independent living needs assessment services (SBSAA). Pressing SHIFT + F1 from a needs assessment service will take you to the BSAS (Building Skills Plan Summary) screen. These services are only entered by Transitional Living workers.

SHIFT + F9 = RELL is displayed regarding removal services (SEMRM). Pressing SHIFT + F9 from a removal service displays RELL (Relationships List). A 'C' can be entered next to an existing person on RELL to bring that CAPS ID and Relationship back to SERN.